

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF NORTH CAROLINA**

**Deputy Clerk Workstation Extensions**

**This listing is subject to change to reflect changes to personnel profile and work assignments. It is offered for the convenience of the Court's customers: unless you are certain that you need to contact a specific Clerks Office employee, please punch '0' in lieu of a workstation extension number, and ask the telephone attendant for assistance in reaching the most appropriate person to discuss your item of business.**

**Winston-Salem Office (336) 631-5340**

**Greensboro Office(336) 333-5647**

Clerk of Bankruptcy Court - William L. Schwenn

Chief Deputy - Linda Ball

**Key**

Intake - Greets public; accepts documents for filing; processes new case filings.

Case Administrator - Processes pleadings in cases and adversary proceedings, including preparing notices, making docket entries, scheduling hearings, and reviewing orders.

Generalist - Scans and files documents; completes copy work; also processes some documents.

**Winston-Salem Office  
(336) 631-5340**

<b>Name</b>	<b>Title</b>	<b>Extension</b>
Amanda	Operations Support Technician	3219
Barbara	Case Administrator	3212
Brenda	Divisional Office Manager	3201
Carolyn	Front Intake	3200
Hope	Generalist	3214
Janice	Case Administrator	3204
Monica	Generalist	3209
Shari	Courtroom Deputy (Judge Carruthers)	3203
Tonya	Case Administrator	3205

**Greensboro Office**  
**(336) 333-5647**

<b>Name</b>	<b>Title</b>	<b>Extension</b>
Alva	Financial/Budget Administrator I	3186
Annette B.	Generalist	3145
Annette S.	Intake	3135
Brent	Assistant Director of Automation	3132
Charissa	Automation Support Specialist II	3111
Christy	Case Administrator	3142
Karen D.	Administrative Analyst	3120
Debbie	Financial Administrator	3110
Donna	Operations Support Specialist	3119
Glenda	Front Intake	3100
Mary C.	Property and Procurement	3108
Jennifer	Courtroom Deputy (Judge Stocks)	3125
Matt	Operation Support Technician I	3161
Joe	Director of Automation	3106
John	Automation Specialist II	3134
Karen C.	Courtroom Deputy (Judge Waldrep)	3151
Ken	Network Administrator II	3131
Linda	Chief Deputy	3104
Marcella	Intake	3114
Mary L.*	Case Administrator	3133
Selma	Generalist	3123
Pat	Front Intake	3109
Reid	Operations Manager	3103
Sandra	Intake	3124
Sandy*	Case Administrator	3117
Tiffany	Front Intake	3160
Yasmin*	Case Administrator	3107

\*Chapter 7 and Chapter 13 Case Administration work for Greensboro and Durham cases is allocated according to the last digit of the case number. For example Sandra Hammock would have the primary responsibility of handling the Case Administrator duties associated with case number 99-16431 since her digits are 0 and 1, and case number 99-16432 would be assigned to Mary Layman since she works on cases ending in 2. Chapter 11 cases are handled separately by two Case Administrators, Yasmin Power and Christy Hamrick. Below is a chart further detailing the system in Greensboro:

Primary	Digits	Other
<b>SANDRA</b> ex. 3144	0-1	
<b>MARY</b> ex. 3133	2	
<b>SUSAN</b> ex. 3140	3-4	
<b>SANDY</b> ex. 3117	6-7	
<b>YASMIN</b> ex. 3107	8	Ch. 11
<b>CHRISTY</b> ex. 3142	5-9	Ch. 11
<b>KAREN</b> ex. 3151		Judge Waldrep Courtroom Deputy
<b>JENNIFER</b> ex. 3125		Judge Stocks Courtroom Deputy

Winston-Salem cases are *not* allocated according to a digit system.